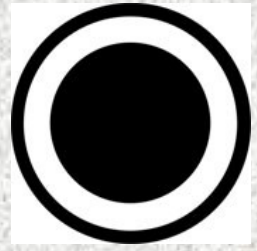
I Corps & JBLM Monthly Retirement Ceremony



WHAT: Monthly Retirement Ceremony

WHO: Individuals (Regular and Medical) with an approved retirement

WHERE: French Theater (Early Fall to Early Spring) Watkins Field (Late Spring to Late Summer)

WHEN: Typically on the last Friday of each month with a rehearsal at 1300 followed by 1400 ceremony. See dates below.

WHY: Commemorate your career in the Armed Forces

POC: SFC Bryan M. Anderson @ 477 – 1111 or 253-302-2756
Building 2025 / Room 126
bryan.m.anderson.mil@mail.mil

DATES (Subject to change) (F= French Theater, W= Watkins Field)

26 June 2015 (F)	24 March 2016 (F)
31 July 2015 (F)	29 April 2016 (W)
28 August 2015 (F)	26 May 2016 (W)
25 September 2015 (W)	24 June 2016 (W)
30 October 2015 (w)	29 July 2016 (W)
04 December 2015 (F)	26 August 2016 (W)
29 January 2016 (F)	30 September 2016 (W)
26 February 2016 (F)	

COURAGE

I Corps & JBLM Monthly Retirement Ceremony

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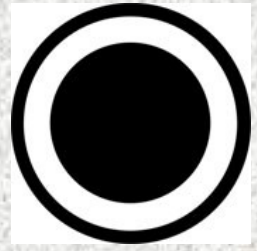

The retirement ceremony is your choice. LTG Lanza and CSM Norman have authorized you to opt out of the ceremony or participate in the ceremony at a different installation.

- Notify Transitions, when you complete your DD 214
- Items from Transitions: American Flag, Certificate of Retirement, Certificate of Appreciation (Presidential), and a Certificate of Appreciation for your spouse (if applicable)
- Contact unit or Protocol Office for award
- Award, flag etc. are the retirees responsibility
- Contact the Retirement Services Office (RSO) at the installation where you will be participating in the ceremony.

*NOTE: IF YOU ARE RETIRING OUT OF JBLM, THE JBLM TRANSITION OFFICE IS THE ONLY OFFICE THAT IS AUTHORIZED TO PRODUCE YOUR RETIREMENT ITEMS AS LISTED ABOVE. FOR SPECIAL CIRCUMSTANCES CONTACT THE PROTOCOL OFFICE.

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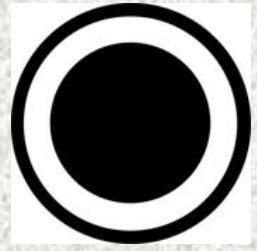

The monthly retirement ceremony is typically the last Friday of every month (there is no ceremony in December).

- Can participate a year past retirement date
  - Must meet AR 670-1 standards
- Must have award to Protocol Office prior to ceremony and orders
- Must fill out a Retirement Ceremony Participant Worksheet (can be emailed or picked up at BLDG 2025 RM 126)
- Worksheet, short BIO and ERB/ORB must be returned or emailed to the POC by the end of the first week of the desired month
- Retirees responsibility to track down their award and ensure I Corps Protocol is in possession prior to ceremony
- Contact Protocol Office directly at 253-477-1111 if certain guests need visitors pass or other special needs (at least two weeks out)

*Note: ONLY FAMILY MEMEBERS AND/OR GUESTS THAT WILL BE GONG ON STAGE WITH RETIREE WILL BE SEATED DIRECTLY WITH RETIREE (LISTED ON FRONT OF WORKSHEET).

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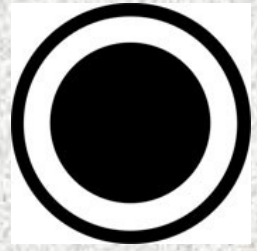

On the day of arrive at the designated theater with those going up on stage at 1300 (time subject to change based on number of retirees).

- Uniform for retiree is ASU's or other military service equivalent
- Business Casual dress for guests of retirees
- Professional Photographer will document ceremony (will receive CD in the mail about 8-10 days after ceremony)
- Ceremony Agenda
  - Opening comments
  - Invocation
  - National Anthem
  - Awards presentation
  - Remarks for Guest Speaker
  - Songs
  - Receiving Line
  - Reception

*NOTE: ADDITIONAL AWARDS/RECOGNITIONS FOR RETIREE OR SPOUSE WILL BE HELD UNTIL AFTER THE CEREMONY

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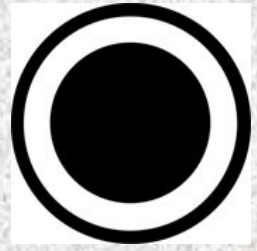

Questions?